PEDS Data Entry Training Activity Location

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA

11/15/05

Goals of training

- To define "activity location."
- To learn how to enter activity locations into PEDS.
- To learn how to remove activity locations from PEDS.

Activity location
Definition

Any location where a funded program offers services to program participants, including places of business, parks, schools, or mobile services.

- Activity locations are for local use when entering aggregate and individual data.

- At the Program Setup tab, enter an activity location. Enter additional activity locations as appropriate. Designate one location as primary.

Document activity locations during Program Setup in PEDS.

What are the benefits of using activity locations?

Activity locations can be used in multiple ways, including:

- To differentiate program components by department or service center locations.

- To monitor data entry by data entry staff locations.

- To filter data in PEDS reports by activity location to:
    - Track service delivery by geographical area.
    - Examine whether services are disbursed equitably throughout the county.
    - Track specific service delivery mechanisms (e.g., mobile vans by van ID number).

How do I set up activity locations in PEDS?

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Activity Locations
Setup

Activity Locations
Setup

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Statewide Data Collection and Evaluation

Main Menu   Help

Activity Locations

Activity Locations

Address
3 Main Street

nary

Enter the activity location **Name** (up to 150 characters).

Do not enter individual client addresses here.

Activity Location Information:

Name: Mayberry Resource Center

Address: 123 Main Street

Suite #:

City: Mayberry   State: California   Zip Code: 92001

Countywide Service Area: ☐   Service Radius: 35 Miles

Primary Location: ☐

Add   Refresh

Enter the physical **Address** (not a P.O. box), **City**, and **Zip Code.**

Done   🔒 ✅ Trusted sites

7

Activity Locations
Service radius definition

The estimated radius, in miles, of the region served by a particular program or service location. An estimated service radius is used when services are provided to a particular region. When services are provided to the entire county, the "Countywide Service Area" box is used.

Activity Locations
Setup: Service area or service radius

Indicate that services are provided across the entire county by checking **Countywide Service Area**.

- OR -

Indicate the estimated **Service Radius** (in miles) of the region served.

Activity Locations
Setup: Primary location

To designate a location as primary, click the **Primary Location** box.

Designate one activity location as primary.

Repeat this process to add more activity locations.

Click **Add**.

How do I edit activity locations in PEDS?

Select the entry you wish to edit.

Make any necessary changes, and click **Edit** to save changes.

How do I delete activity locations from PEDS?

1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK** to delete this record.

Activity Locations
Applicable reports with "activity location" filter

To view all reports, use the scrollbar.

Activity Locations
Applicable reports with "activity location" filter

Activity Locations
Summary of data entry

To Add

- Enter activity location Name.
- Enter Address, City, and Zip Code.
- Check Countywide Service Area or estimate Service Radius.
- Check box to designate a Primary Location.
- Click **Add.**

To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit** to save changes.

To Delete

- Select entry to be deleted.
- Click **Delete.**
- Click **OK** to confirm deletion.